

United States Department of Agriculture



Natural Resources Conservation Service
1365 Corporate Blvd.
Reno, Nevada 89502-7102
Phone: 775-857-8500 Fax: 775-857-8524

Cooperating Entity & Parcel Workbook

Program Application & Eligibility

**Agricultural Conservation Easement Program (ACEP)
Agricultural Land Easement (ALE)**

**ACEP – ALE
2014 Farm Bill**

This document is in the form of a fillable workbook. Completing the *Cooperating Entity & Parcel Workbook*, and providing all documentation requested in this workbook, is a requirement of the ACEP – ALE easement program. Applications submitted for consideration as grasslands of special significance (GSS) must be identified at the time of application for program funding.

Each Cooperating Entity (CE) application NRCS-CPA-041 submitted must include a proposed easement Parcel Sheet application NRCS-CPA-041A, and all supporting documentation requested, to be evaluated for program cost-share eligibility. Complete application packets will be evaluated for program eligibility.

Complete application packets can be mailed or hand delivered to the Nevada NRCS State Office. Two (2) full-color original copies of all application documents are required. CE's will be contacted about incomplete applications, lacking required documentation.

ACEP – ALE applications are accepted on a continuing basis throughout each fiscal year for the life of the 2014 Farm Bill. Cutoff dates will be scheduled periodically to allow for ranking, prioritization and selection of eligible applications for funding as funds become available.

Applications received after a scheduled cutoff date will be held and processed for the next cutoff date, which may take place either during the current or subsequent fiscal year.

Mail or hand-deliver complete *Cooperating Entity & Parcel Owner* packets to:

ATTN: GARY L. ROEDER
USDA – NRCS
1365 Corporate Blvd.
Reno, Nevada 89502-7102
(775) 857-8500 ext. 103
gary.roeder@nv.usda.gov

**ACEP – ALE
2014 Farm Bill**

**Agricultural Conservation Easement Program (ACEP)
Agricultural Land Easement (ALE)**

**Cooperating Entity & Parcel Owner
Application Workbook**

Prepared by:

[Primary Cooperating Entity]

Date Submitted: _____

Secondary Cooperating Entity: _____

Number of Parcel(s) Submitted: _____

ACEP – ALE Funds Requested: Parcel #1 _____

Parcel #2 _____

Date Received by NRCS (employee initials): _____

Primary Cooperating Entity Information

Part 1: The Primary Cooperating Entity must provide the additional information requested in Parts A – G to verify qualifications of CE accepting the federal contribution, and the ability of the CE to hold and enforce the ACEP – ALE Deed.

A. Name of Primary Cooperating Entity: _____

B. Highlight or Circle one business type below and provide the TAX ID # _____ :

Government Entity

503-C Organization

Tribal Government

C. Address _____

D. Town, State, Zip _____

E. Contact Person _____

Title: _____

Phone: _____ Fax: _____

Email address: _____

F. Cooperating Entity (CE) history of acquiring, managing and enforcing agricultural land easements to date. Please include the following information:

1. State, Tribal, or local government statute or ordinance or non-governmental organization mission statement to verify the following:

- Existing, established USDA Farm Bill Program easement on agricultural lands.
- Authority and demonstrated capability to acquire agricultural land easements.
- Authority and demonstrated capability to hold, manage, or enforce agricultural land easements.

2. Provide a list identifying the total number of agricultural conservation easements acquired, held, managed, and/or enforced by the CE to verify the following criteria:

- Commitment to long-term conservation of agricultural or ranch lands through use of voluntary agricultural land (conservation) easements; and,
- Availability and capability of staff dedicated to annual easement monitoring and stewardship; and,

3. State, Tribal, or local government appropriation or statement from non-governmental organization to verify the availability of funds equal to at least 50 percent of the estimated fair market value of the agricultural land easement; or, at least 25 percent if it is determined to be a GSS enrollment or if a cash contribution waiver is being requested for a GSS enrollment; and,

4. Appraisal and title policies or standards (please attach).

G. Will the CE agree to acknowledge USDA – NRCS in all press releases, signage and literature regarding this easement if funded? ☐ Yes ☐ No

Secondary Cooperating Entity Information

(Only provide information if there is a secondary CE)

Part 2: The Secondary Cooperating Entity must provide additional information requested in Parts A – G to verify qualifications of CE accepting the federal contribution, and the ability of the CE to hold and enforce the ACEP – ALE Deed.

A. Name of Secondary Cooperating Entity: _____

B. Highlight or Circle one business type below and provide the TAX ID # _____ :

Government Entity

503-C Organization

Tribal Government

C. Address _____

D. Town, State, Zip _____

E. Contact Person _____

Title: _____

Phone: _____ Fax: _____

Email address: _____

F. Secondary Cooperating Entity (CE) history of acquiring, managing and enforcing agricultural land easements to date. Please include the following information:

1. State, Tribal, or local government statute or ordinance or non-governmental organization mission statement to verify the following:
 - Existing, established USDA Farm Bill Program easement on agricultural lands.
 - Authority and demonstrated capability to acquire agricultural land easements.
 - Authority and demonstrated capability to hold, manage, or enforce agricultural land easements.
2. Provide a list identifying the total number of agricultural conservation easements acquired, held, managed, and/or enforced by the CE to verify the following criteria:
 - a. Commitment to long-term conservation of agricultural or ranch lands through use of voluntary agricultural land (conservation) easements; and,
 - b. Availability and capability of staff dedicated to annual easement monitoring and stewardship; and,
3. State, Tribal, or local government appropriation or statement from non-governmental organization to verify the availability of funds equal to at least 50 percent of the estimated fair market value of the agricultural land easement; or, at least 25 percent if it is determined to be a GSS enrollment or if a cash contribution waiver is being requested for a GSS enrollment; and,
4. Appraisal and title policies or standards (please attach).

G. Will the CE agree to acknowledge USDA – NRCS in all press releases, signage and literature regarding this easement if funded? ☐ Yes ☐ No

Additional Cooperating Entity (CE) & Parcel Owner Documentation Required

Submit the following completed forms with the application NRCS-CPA-041 and NRCS-CPA-041A:

- ☐ Evidence of DUNS number and current “Active” SAMS Registration
- ☐ CE Entity Articles of Incorporation, By-Laws, Operating Agreement
- ☐ CE Entity Delegation of Authority (Grants and Agreements Delegation of Authority)
- ☐ SF 424 Application for Federal Assistance
- ☐ SF 424A Budget Information for Non-Construction Programs
- ☐ SF 424B Assurances Non-Construction Program
- ☐ Direct Deposit 1199 Vendor Information
- ☐ Proof of Parcel ownership, provide the most recent recorded ownership deeds that encompasses entire offered area (**ATTACH to Parcel Worksheet**)
- ☐ Proof of recordable/existing access to proposed easement Parcel
- ☐ Land Eligibility Maps and/or Supporting Documentation, including:
 - Parcel Landowner Disclosure Worksheet
 - Environmental Landowner Interview
- ☐ Applicable Waiver Request(s) for Parcel contribution by the CE Entity, including:
 - Eligible CE Entity cash contribution waiver

Primary (#1) Parcel Owner Workbook

(Provide the information requested below for each Parcel Owner application being submitted)

Parcel Owner Workbook portion, including all additional information requested must be complete when submitted with the signed and dated Entity application NRCS-CPA-41 and Parcel Sheet application NRCS-CPA-041A application to apply for an Agricultural Land Easement (ALE).

Part 1: Farm Service Agency (FSA) records established FY of ACEP – ALE enrollment

- ☐ Copy of Entity filing of form CCC-901 or CCC-902, covering all membership eligibility
- ☐ Copy of Entity and Member, or Individual filing for Adjusted Gross Income (AGI) form CCC-941
- ☐ Copy of Entity or Individual filing for Highly Erodible Land/Wetland Compliance form AD-1026

Part 2: Primary #1 Parcel Information

A. Landowner Name(s): _____

Address: _____

Town, State, Zip _____

County: _____

Phone: _____ Email: _____

B. Parcel Location, if different from Landowner address location above:

- ☐ Town, State, Zip: _____
- ☐ County: _____
- ☐ Include a copy of the County Assessor's Parcel map of APN(s), with Legal Description
- ☐ Total Parcel acres proposed for easement: _____
- ☐ Written Pending Offer for the Parcel (Attach copy of the dated, signed written offer): \$ _____
- ☐ Provide copy of the most recent recorded ownership deed(s) that encompass entire offered area

C. Current Parcel land use types and acres:

- ☐ Cropland: _____
- ☐ Pastureland: _____
- ☐ Grassland, land containing forbs or shrub land which grazing is predominant use: _____
- ☐ Rangeland: _____
- ☐ Located in an area historically dominated by grassland, forbs, or shrubs and could provide habitat for animal or plant population of significant ecological value: _____
- ☐ Non-industrial private forest land that contributes to the economic viability of an offered parcel or serves as a buffer to protect such land from development: _____
- ☐ Include a map of Parcel showing proposed easement area by land use type

Secondary (#2) Parcel Owner Workbook

Parcel Owner Workbook portion, including all additional information requested must be complete when submitted with the signed and dated Entity (NRCS-CPA-41) and Parcel Sheet (NRCS-CPA-041A) application to apply for an Agricultural Land Easement (ALE).

Part 1: Farm Service Agency (FSA) records established FY of ACEP – ALE enrollment

- ☐ Copy of Entity filing of form CCC-901 or CCC-902, covering all membership eligibility
- ☐ Copy of Entity and Member, or Individual filing for Adjusted Gross Income (AGI) form CCC-941
- ☐ Copy of Entity or Individual filing for Highly Erodible Land/Wetland Compliance form AD-1026

Part 2: Secondary #2 Parcel Information

A. Landowner Name(s): _____

Address: _____

Town, State, Zip _____

County: _____

Phone: _____ Email: _____

B. Parcel Location, **if different from Landowner address location above:**

- ☐ Town, State, Zip: _____
- ☐ County: _____
- ☐ Include a copy of the County Assessor's Parcel map of APN(s), with Legal Description
- ☐ Total Parcel acres proposed for easement: _____
- ☐ Written Pending Offer for the Parcel (Attach copy of the dated, signed written offer): \$ _____
- ☐ Provide copy of the most recent recorded ownership deed(s) that encompass entire offered area

C. Current Parcel land use types and acres:

- ☐ Cropland: _____
- ☐ Pastureland: _____
- ☐ Grassland, land containing forbs or shrub land which grazing is predominant use: _____
- ☐ Rangeland: _____
- ☐ Located in an area historically dominated by grassland, forbs, or shrubs and could provide habitat for animal or plant population of significant ecological value: _____
- ☐ Non-industrial private forest land that contributes to the economic viability of an offered parcel or serves as a buffer to protect such land from development: _____
- ☐ Include a map of Parcel showing proposed easement area by land use type